

A New Employee with Prior Military Reserve or National Guard Service

This checklist is provided as a concise summary of the many actions, forms, contacts, and decisions that you may need to be aware of as you transition through this "life event." This list has been developed through many years of assisting employees in similar circumstances. Most of the actions are optional, but they are worth considering. If you have any questions about special circumstances, suggestions for improvement, or lessons learned, please let us know.

If You Have Served on Active Duty with the Military Reserve or National Guard

Your Action...	By when?	With what?	With whom?	Other Information
Review Uniformed Services Employment and Re-employment Rights Act USERRA (PDF)	Not applicable	Not applicable	Not applicable	Not applicable
Provide a copy of your orders for all active duty military training that was performed prior to your employment	Within 31 days of employment	Call to Active Duty Orders (example: Summer Camp, National Guard)	Benefits Counselor	This will give you credit for annual leave accrual . Verify credit by reviewing your Benefits Statement
If you are under CSRS and will be eligible for SS you must pay a deposit to receive credit for your military service	Before retirement (no interest if paid within the first 3 years of employment)	SF2803 (PDF) - Application to Make Deposit or Redeposit OPM 1514 Military Deposit Worksheet	Benefits Counselor	Payment in full will give you military service credit for retirement . Verify credit by reviewing your Benefits Statement
If you are under FERS you must pay a deposit to receive credit for your military service	Before retirement (no interest if paid within first 3 years of employment)	SF3108 (PDF) - Application to Make Deposit or Redeposit OPM 1514 Military Deposit Worksheet	Benefits Counselor	Payment in full will give you military service credit for retirement . Verify credit by reviewing your Benefits Statement